



REPLY TO  
ATTENTION OF

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DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY SUPPORT ACTIVITY, FORT DIX  
5417 ALABAMA AVENUE  
JOINT BASE MCGUIRE-DIX-LAKEHURST, NJ 08640-5000

SEP 26 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Support Activity, Fort Dix Command Policy Memorandum #6 –  
Alcohol Use Policy

1. This policy memorandum supersedes Installation Command Policy Memorandum #6 - Consumption of Alcohol and Permission to Use Alcohol at Unit Function/Activity or in Range Complex dated 14 August 2015.
2. **APPLICABILITY:** This policy applies to all military personnel, civilian employees, government contractors and all other individuals utilizing, or otherwise physically present at any facility, building, training range or other structure (other than private, assigned living quarters) managed or controlled by the US Army Support Activity (USASA), Fort Dix Command and Devens Reserve Forces Training Area (DRFTA).
3. **POLICY:** The possession and/or consumption of alcoholic beverages in any facility, building, training range or other structure (other than private, assigned living quarters) managed or controlled by the USASA, Fort Dix Command is prohibited. This prohibition is ordered without regard to the hour of the day or whether normal work or business hours have concluded for the day. This prohibition shall also include:
  - a. Any areas of ingress or egress to the aforesaid facilities, buildings, training ranges or other structures.
  - b. Any curtilage to the aforesaid facilities, buildings, training ranges or other structures (e.g. gazebos, picnic benches, parking lots, etc.).
  - c. Any unimproved areas of land adjacent to the aforesaid facilities, buildings, and structures or training ranges (e.g. grassy or wooded areas in between buildings, etc.).
  - d. As to the training ranges, all bivouac sites, tactical areas, artillery and mortar firing points, all off-road facilities/buildings/structures, and those sites adjacent to the cantonment area border.
4. **Requests for Exception to Policy:** Under controlled conditions, in order to foster camaraderie and morale in a military environment, the USASA, Fort Dix Commander may approve an exception to this policy. No exception to policy will include

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authorization to sell alcohol, nor will it authorize any consumption of alcohol in any training range area (or any area identified in paragraph 3d, above).

a. All requests for an exception to this policy must be made by the organization's director, head of special staff office, or military commander.

b. A director, special staff head, field grade officer, and/or military commander must be physically present for the duration of the event in which alcohol is to be served. This is a non-delegable responsibility. This individual shall be accountable for the overall supervision of the event and the participants' responsible consumption of alcohol while at the event.

c. All requests for an exception to this policy shall specify the measures that will be taken to prevent endangerment to Soldiers, family members, other attendees and the community at large. As such, all requests shall include at a minimum:

(1) No attendees under the age of 21 shall possess, serve, or consume alcohol at the planned event.

(2) The availability of non-alcoholic beverages for those who choose not to consume alcohol. The availability of only water as a non-alcoholic beverage shall not satisfy this requirement.

(3) A Command statement acknowledging responsibility and a written workable prevention plan.

(4) The availability of alternative transportation from the event for any attendee who exhibits signs of impairment or who requests alternative transportation due to impairment (i.e., a Designated Driver or Safe Tow program).

d. Requesters shall use the enclosed template as a starting point. All completed prevention plans shall be submitted no less than 10 business days (Monday through Friday) prior to the scheduled event. The request shall, in all cases, be routed through the USASA, Fort Dix Army Substance Abuse Program to the USASA, Fort Dix Commander.

e. A copy of the approval letter authorizing the consumption of alcohol must be available during the event.

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5. ENFORCEMENT: Any individual found to have violated this policy may be removed from the event site as well as be denied future access to the aforesaid facilities, buildings, training areas or other structures for an indefinite period. Additionally, violations of this policy by military personnel may result in adverse administrative action, non-judicial and/or judicial punishment. Department of the Army civilian employees violating this policy may be subject to adverse administrative action as well as criminal prosecution. Other civilian individuals may also be subjected to criminal prosecution.

6. Point of contact for this policy letter is Dr. Denise Horton, Army Substance Abuse Program, building 5616, @ (609) 562-4011 or [denise.a.horton.civ@mail.mil](mailto:denise.a.horton.civ@mail.mil).

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MARTIN F. KLEIN  
COL, LG  
Commanding

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DEPARTMENT OF THE ARMY  
**(Organization Letterhead)**

**(Template for Exception to Policy Request)**

(Organization Office Symbol)

(Date)

MEMORANDUM THRU US Army Support Activity, Fort Dix Army Substance Abuse Program, 5616 Doughboy Loop, Fort Dix, NJ 08640

FOR Commander, USASA, Fort Dix, New Jersey 08640

SUBJECT: Approval Request for Use of Alcohol at **(Unit Function)** IAW USASA, Fort Dix Command Policy Memorandum #6 - Alcohol Use Policy

1. On **(date)**, from **(start time)** to **(end time)**, the **(unit name)** will conduct a **(function name)** at **(name of facility, include building number if appropriate)**. For this function, all personnel will be in an off-duty status. Request approval to serve **(list the specific types of alcohol to be served)** to those in attendance who choose to drink and are 21 years of age or older. There will/will not be Family members in attendance.

2. The **(Director/Special Staff Head/Commander)** will publicize that the abuse of alcohol or other drugs will not be condoned within the unit. Directors/Special Staff Heads/Commissioned and Non-Commissioned Officers who choose to drink will set the example of responsible drinking practices (AR 600-85).

3. The **(Director/Special Staff Head/Commander)** will ensure that:

a. A prevention plan is enclosed, and will be in place for those who choose to drink alcohol. Designated drivers will be clearly identified by command/management and available to anyone without repercussion.

b. A variety of non-alcoholic beverages choices will be readily available.

c. No persons under the legal age of 21 in attendance at the event are allowed to serve, possess or consume alcoholic beverages.

4. For additional information contact \_\_\_\_\_ at **(telephone number) or email.**

Enclosure

Signature Block of Director/  
Special Staff Head/Commander

Enclosure to Command Policy #6